

**CONSTITUTION AND BYLAWS
NATIONAL ALUMNI ASSOCIATION, INC.
ALABAMA STATE UNIVERSITY**



**Property of the
National Alumni Association, Inc.
Alabama State University
P. O. Box 6078
Montgomery, AL 36106-6078**

2025 Edition

ARTICLE I – NAME AND OBJECTIVES

Section 1. Name and Location

The name of this organization shall be the National Alumni Association, Incorporated of Alabama State University, herein referred to as “NAA.” It shall maintain a permanent office at Alabama State University, Montgomery, Alabama.

Section 2. Objectives

The objectives of this Association are to promote the interests of Alabama State University, to establish mutually beneficial relations between the University and its alumni, and to assist in the advancement of educational opportunities for the University. The purpose of the NAA shall be charitable and non profit.

ARTICLE II – MEMBERSHIP

Section 1. Eligibility for Membership

- A. Graduates: All graduates of Alabama State University are eligible for membership and may hold office in the NAA.
- B. Former Students: All former students of Alabama State University who were regularly enrolled and left the institution in good standing are eligible for membership in the NAA.

Section 2. Active Members

Active membership is held by those who are eligible for membership and who have paid their annual NAA dues, which include an annual contribution to the ASU Foundation.

Section 3. Associates

Persons who support the objectives of this Association and have an identifiable relationship to Alabama State University, have paid their annual NAA dues and have made an annual contribution to the ASU Foundation may be recommended as associate members by an active member. Associate members shall be eligible to vote and hold office at the local level, other than the President and Treasurer.

Section 4. Member-at-Large

Any group consisting of not less than five (5) active members who cannot otherwise join a local chapter shall be assembled on call by the National President or his/or her designee during each national, special, or regular meeting for the purpose of forming a chapter-at-large and electing one (1) delegate for every five (5) or major fraction thereof. The elected delegate-at-large shall be required to pay an affiliation fee in the same manner as other affiliated chapters. Such fee shall be proportionally divided; not to exceed the proportional amount based on the number represented in the cluster.

Section 5. Life Membership

NAA Life Membership is available to all active alumni members who contribute \$1,000 to the program. Fully paid members will receive a life membership pin and plaque when they become a Life Member. The fee shall be remitted to the NAA's Treasurer. Information on making installment payments for the Life Membership fee can be found in the Bylaws. Life Members are still responsible for paying annual local and regional dues, and making an annual donation to the ASU Foundation.

Section 6. Virtual Members

Virtual membership is held by those who are eligible for membership in an established virtual chapter and who have paid their annual NAA dues and have made an annual contribution to the ASU Foundation.

ARTICLE III – DUES, FEES, AND CONTRIBUTIONS

Section 1. Chapter Affiliation Fee

Each Chapter shall pay an annual affiliation fee to the NAA's Treasurer by January 31 of each year. The amount of the fee shall be recommended by the Executive Board, approved by the Delegate Assembly, and remain in effect until a new fee is officially established. Chapters failing to pay affiliation fees shall not be recognized as NAA affiliated chapters. Chapters not affiliated with the NAA shall not collect dues from its members or host activities using the name of the NAA, without paying the appropriate

fees to the NAA. Chapters not adhering are subject to legal action.

Section 2. National Dues

Each member of the NAA shall pay annual dues. The amount shall be recommended by the Executive Board and approved by the Delegate Assembly. Said dues shall remain in effect until a new amount is officially established.

Section 3. Local Dues

Each chapter, including the virtual chapter may assess its members local dues. All local dues shall include the prevailing national dues. The amount of the dues shall remain in effect until a new amount is officially approved by the local chapter. Recent graduates are eligible for one year of waived local dues, within one year of graduation.

Section 4. Remittance of Dues and Contributions

All NAA dues and fees (national, regional, ASU Foundation, and others as determined) shall be remitted to the NAA's Treasurer by January 31.

Section 5. Chapter Reinstatement Fee

Chapters that were affiliated with the NAA, but became inactive for one year or more, must pay a "reinstatement fee" in addition to the yearly chapter affiliation fee. The amount of the fee shall be recommended by the Executive Board, approved by the Delegate Assembly, and remain in effect until a new fee is officially established.

Section 6. Chapter Late Fee Assessment

Each chapter shall be active by January 31, by submitting its chapter affiliation and regional fees to the National Treasurer. A late fee will be assessed if a chapter is not active by January 31. The amount of the fee shall be recommended by the Executive Board, approved by the Delegate Assembly, and remain in effect until a new fee is officially established.

Section 7. Late Fee Assessment for Officers

Membership dues for all officers (National, Regional, and Local) must be submitted on or before January 31 as required by the Constitution or a late fee will be assessed. The amount of the fee shall be recommended by the Executive Board, approved by the Delegate Assembly, and remain in effect until a new fee is officially established. If the payment is not received by March 31, it will result in a nullification of office for failure to meet a constitutional obligation.

Section 8. Chapter Delinquency

Any chapter that is delinquent in submitting its dues and assessments shall not be able to seat delegates at the National Convention. The chapter shall also forfeit in whole or in part, its raffle ticket rebate, to satisfy the delinquent amount.

Section 9. Bonding of National Officers

The National President, the National Treasurer, and the National Financial Secretary, and officers who have fiduciary responsibilities for NAA funds shall be

covered by general bonding insurance.

Section 10. Audit of NAA Accounts

The books of the NAA shall be audited by a certified public accountant within 120 days of the close of each calendar year. A copy of the auditor's report shall be submitted to the National Executive Board, Chapter Presidents, and made available to all members. An audited report shall accompany the National Treasurer's report. A notation shall be made on the report to show that the books have been audited. The notation shall include the audited date, signature of the auditor or committee chairperson, and findings and recommendations of the auditor/committee regarding the status of the books.

Section 11. Calendar Year

The calendar year of the NAA shall begin January 1 and extend through December 31 of each year. All chapters shall operate on the calendar year of the NAA.

Section 12. Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then

located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV – CONVENTION, CONFERENCES AND MEETINGS

Section 1. Meetings

NAA shall hold its National Convention biennially at a time and place to be determined by the general assembly after receiving a recommendation by the National Time and Place Committee. Notice of the National Convention shall be made no less than sixty (60) days prior to the convention.

Section 2. Special Meetings

- A. Special meetings of the Delegate Assembly may be called by the approval of the National Executive Board.
- B. Meetings of the Executive Board shall be announced immediately following the setting of the time and place by the National President.
- C. The Executive Board shall schedule an “end of year” transition meeting with its chapter presidents and Executive Board to review goals and objectives, determine accomplishments, and goals for the beginning of the calendar year.

Section 3. Regional Conferences

Regional meetings may be held during alternate years of the biennial convention at a time and place to be determined by the general assembly after the recommendations by the Regional Time and Place Committee. Each regional meeting shall include a minimum one-half hour segment of education/information/training about the NAA.

Section 4. Quorum

The quorum for the National Convention shall consist of one-third (1/3) of the members of the Executive Board and delegates from one-third (1/3) of the active chapters.

Section 5. Voting

The Executive Board members and persons who are certified delegates shall be eligible to vote in the business session of the Delegate Assembly at the National Convention and Regional Conference. All voting delegates shall be officially registered for the respective meetings.

ARTICLE V – DELEGATE ASSEMBLY

Section 1. Delegate Assembly

The business affairs of the NAA shall be governed by the Delegate Assembly, which shall set policies. The Delegate Assembly shall be the supreme governing body of the NAA.

Section 2. Delegates

The Delegate Assembly shall be composed of delegates elected from each chapter affiliated with the NAA. Each chapter shall have one delegate for each five (5) members or major fraction thereof, at the National Convention and Regional Conferences.

Section 3. Alternate Delegates(s)

Each member may elect an alternate delegate(s) to serve in the place of a delegate(s) who has to leave the convention due to an emergency. The alternate delegate(s) must be officially registered at the National Convention as an alternate.

Section 4. Delegates Certification

The local chapter president shall certify all delegates to the National President or designee no later than thirty (30) days prior to the national meeting.

ARTICLE VI – ALUMNI REGIONS

Section 1. Number of Regions and Boundaries

The number of regions and regional boundaries shall be recommended by the Executive Board, subject to the approval of the Delegate Assembly.

Section 2. Regional Bylaws

Each region of the NAA shall develop bylaws by which it shall be governed. Said

bylaws shall in no way be in conflict with the constitution of the NAA.

Section 3. Regional Membership

Each chapter shall be a member of the region in which it is located and shall pay annual dues. Regional dues shall be recommended by the Executive Board and approved by the Delegate Assembly of said region.

ARTICLE VII – LOCAL & VIRTUAL CHAPTERS

Section 1. Local Chapter

Local chapters shall be established upon the recommendation of the Regional Director, with the approval of the National Executive Board. Chapters shall be composed of a minimum of twelve (12) members. No person may become an active member of the local chapter without affiliating with the NAA. Each member must reside in the area where the chapter is established. The guidelines for developing new chapters may be found in the Policy and Procedures Manual.

Section 2. Virtual Chapter

The virtual chapter shall be established upon the approval of the NAA Executive Board regardless of geographical location or demographics. It shall be composed of a minimum of twelve (12) members. The primary meeting and communication medium of the virtual chapter will be facilitated through social networking (online) tools. The virtual chapter must establish a home base and/or address. No person may become an active member of the virtual chapter without affiliating with the NAA.

Section 3. Chapter Deactivation

Any chapter that has been inactive for one year shall be issued a “Notice of Intent to Deactivate.” If said chapter is still not active by the end of the year in which the notice was issued, a “Letter of Deactivation” shall be issued by the Regional Director of the region where the chapter is located. All accounts shall be closed; funds and documents shall be forwarded to the NAA.

Section 4. Chapter Reactivation

Any chapter after having been inactive for four (4) years or less has the right of reinstatement after paying the necessary fees to be reinstated. Any chapter after having been inactive for more than four (4) years has no reinstatement rights and shall be required to apply for a new charter.

Section 5. Chapter Consolidation

The Executive Board may merge, consolidate, or disaffiliate any local chapters by a majority vote for any proper cause following a hearing at which time said unit shall have the opportunity to present its views.

Section 6. Local Constitution

Local and virtual chapters are not to establish constitutional procedures that are in conflict with the constitution of the NAA.

Section 7. Chapter Convention/Conference Participation

Chapters must be active at least one calendar year prior to the National

and/or Regional Convention in order to have delegates or delegations at Convention.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. Executive Board: Executive Board

- A. Function: The interim business affairs of the Association shall be managed and controlled by an Executive Board.
- B. Members of the Executive Board: The Executive Board shall be composed of National President, National First Vice President, National Second Vice President, National Secretary, National Treasurer, National Financial Secretary, National Parliamentarian, Regional Directors, Regional Representatives, and Student Alumni Liaison. Ex-officio members of the Executive Board shall be the Immediate Past President, one representative from Alabama State University-the Alumni Relations Director, and the Student Alumni Delegate. All other members of the Board shall be eligible to vote in the business session of the Delegate Assembly.

Section 2. Meetings of the Executive Board

The Executive Board shall meet immediately after each national election, after each meeting where new national officers are installed, and during the interim biennial meetings. The President shall serve as chairperson of the Executive Board and shall be a non-voting member except in the event of a tie vote.

ARTICLE IX – DUTIES OF NATIONAL AND REGIONAL OFFICERS

Section 1. Officers of the NAA

Officers of this organization shall consist of the National President, National First Vice President, National Second Vice President, National Secretary, National Financial Secretary, National Treasurer, and National Parliamentarian

Section 2. National President.

The National President shall perform the following duties:

- Preside at all meetings of the NAA and represent the NAA in person on all public occasions related to NAA.
- Provide leadership, administrative guidance and direction to the structure of this organization.
- Serve as the chair of the National Executive Board.
- Attend all Regional Conferences.
- Enforce the Constitution and By-laws.
- Exercise all powers and duties generally pertaining to the office of National President.
- Appoint chairpersons of all committees except as otherwise provided in the constitution and bylaws.
- Recommend to the National Executive Board the removal of any elected officer who fails to perform the duties of his/her office.
- Stimulate growth and development of the organization.
- Work with the Regional Directors and Regional Representatives to ensure chapters

are accountable.

- Sign all drafts on the treasury of the NAA.
- Be responsible for reports, which would include program status, financial status, membership, and program projection.
- Appoint a parliamentarian for NAA meetings.

Section 3. National First Vice President.

The National First Vice President shall:

- Exercise the powers and perform duties of the president in the absence or disability of the National President.
- Generally assist the president, exercise such powers and perform such duties as shall be prescribed by the National President.
- Serve as chairperson of the Programs and Membership Promotions Committee, assisting with development and implementation of membership activities inclusive of retention and reclamation.

Section 4. National Second Vice President.

The National Second Vice President shall:

- Be responsible for auditing current programs at the national, regional, and local levels, and making determinations for effectiveness.
- Shall also establish and oversee the implementation of the national program agenda, upon approval of the Executive Board.
- Shall ensure that all local and regional programs and fundraising activities fit within the

scope of the national agenda, and will assist in meeting the goals for the year.

Section 5. National Secretary.

The National Secretary shall:

- Record and keep the minutes of biennial convention, Executive Board meetings and special meetings.
- Advise all local and regional units of all official actions taken by the NAA and the Executive Board.
- Perform all duties incident to the office of Secretary.
- Serve as chairperson of the Information and Communications Committee.
- Shall also perform such other duties as shall be prescribed by the National President.
- Disseminate the minutes of the National Convention to all chapters within sixty (60) days after the closing of the meeting.

Section 6. National Financial Secretary.

The National Financial Secretary shall:

- Receive all funds, issues receipts for and keeps records of all income.
- Remit all funds received to the National Treasurer.
- Maintain an accurate list of financial members and distribute it to the National President, National Treasurer, and National Recording Secretary.
- Reconcile monthly receipts with the National Treasurer's Report of Income.
- Send notices in January to announce dues for the coming fiscal year.

- Inform members of dues amounts and deadlines.
- Co-sign checks in the absence of the National President or National Treasurer or if the National President or National Treasurer is the payee.
- Serve as a member of the Budget Committee.

Section 7. National Treasurer.

The National Treasurer shall:

- Deposit all funds received from the National Financial Secretary and verify that all disbursements are either appropriately budgeted for or have been authorized by the Executive Board or membership.
- Sign off on each voucher as an indication of this verification.
- Co-sign with the National President on all checks except where the National Treasurer is payee.
- Keep the official financial records and provide a written report of the income and disbursements.
- Notify the National Financial Secretary of checks returned by the bank for insufficient funds, etc.
- Ensure that checks are voided if not cashed within sixty (60) days of issuance. Attempts (*e.g.*, courtesy call or letter to payee) should be made to investigate the check's status since financial institutions may still process checks received.
- Serve as chair of the Budget Committee.
- Make the books available for audit at the end of the calendar year.
- Present a financial report at the National Convention and at the Mini-Conference.

- Present a quarterly and annual report to the National Executive Board and the chapters. Receive and review the monthly financial records and reconciliation reports of NAA's monies.

Section 8. National Parliamentarian.

The National Parliamentarian shall: It shall be the duty of the National Parliamentarian to advise the presiding officer in the interpretation of the Constitution and Bylaws of the NAA and current edition of *Robert's Rules of Order Newly Revised*. The National Parliamentarian shall be the Chairperson of the Constitution Committee.

- Advise on Parliamentary Procedure – Guide the presiding officer and members on Roberts' Rules of Order and the association's bylaws to maintain order and fairness.
- Interpret Governing Documents – Help navigate complex procedural issues related to elections, motions, and resolutions.
- Support Effective Leadership – Offer real-time counsel to officers and board members to facilitate efficient decision-making.
- Conduct Training Sessions – Educate members on proper meeting procedures, voting protocols, and parliamentary best practices (including Regions and Chapters).
- Ensure Compliance– Verify that all actions taken align with organizational bylaws and established governance practices.
- Promote Constructive Discussions – Encourage respectful debate and guide members in productive dialogue.

Section 8. Regional Directors

The Regional Director shall:

- Serve on the National Executive Board.
- Serve as the presiding officer at meetings of the Regional Conference.
- Enforce the Constitution and By-laws of the NAA in the region of which he/she is director.
- Stimulate growth and development of the region.
- Encourage chapters in the achievement of national program goals.
- Carry on regional correspondence and communications with the chapters in the region through letters, newsletters, emails or other appropriate means.
- Investigate applications for the establishment of new chapters.
- Assist and advise the chapters in the region.
- Appoint a Parliamentarian for regional meetings.

Section 9. Regional Representatives.

The Regional Representative shall:

- Perform duties of the Regional Director in the absence or disability or at the request of the Regional Director.
- Assist the Regional Director with duties as assigned.
- Enforce the Constitution and By-laws of the NAA in the region of which he/she is the representative.

ARTICLE X – COMMITTEES

Section 1. Standing Committees

All standing committee chairpersons shall be appointed by the President, except those specifically or otherwise provided. The following shall be standing committees of the NAA. Including duties and responsibilities of each committee.

A. Program and Membership Promotions

This committee shall:

- Develop and promote continuous programs or activities of recruitment, reclamation and retention, including social events/activities, membership drives, incentives for membership and special recognition of alumni achievement.
- Work with the Office of Alumni Relations, Student Orientation Services, Student Government Association, Career Services, and any other necessary entities at the University to increase involvement in University activities, including but not limited to, Freshman Orientation, Career Day, class reunions, graduation activities, homecoming activities, sporting events, etc.

B. Budget and Finance

This committee shall:

- Plan the NAA's annual budget, considering the financial needs, programs,

and activities.

- Present a three-column (approved previous year, actual previous year, and proposed current year) budget at the biennial convention. The budget should reflect the finances actually used for convention and shall review and recommend budget modifications as needed.

c. Necrology.

This committee shall:

- Receive notices and maintain a record of alumni deaths.
- Be responsible for presenting the necrology services at the NAA meetings and conventions.
- Extend courtesies to the immediate family of deceased alumni, including but not limited, to a resolution card, plant, and/or floral arrangements as approved by the National President. The Chapters should keep the committee chairperson informed of their deceased members on a regular basis.

d. Fundraising.

This committee shall:

- Be responsible for generating funds to carry out NAA business and events/activities. All fundraisers shall be coordinated through this committee.

e. Information and Communication.

This committee shall:

- Advise the NAA President on matters pertaining to public relations, information, communication technology applications and systems and other related concerns.
- The Secretary serves as chair of the Information and Communications Committee. All public relations activities shall be approved by the NAA President

prior to dissemination. · Publish the NAA's newsletter. This document shall be published on a quarterly basis. · Maintain the NAA's website and list serve.

f. Education.

This committee shall:

- Plan the educational segments for regional and national meetings/conventions.
- Consist of representatives from each region.

g. Constitution.

The committee shall consist of the National Parliamentarian as chairperson, the National Secretary as secretary and a member from each of the four (4) regions.

The Constitution Committee shall propose needed changes in the Constitution and Bylaws, carefully examine all proposed amendments from approved sources, and formulate the same to be circulated.

- Review the constitution and bylaws for needed changes and make recommendations for changes and/or deletion of obsolete items. All recommendations shall be reviewed by the Executive Board and voted on by the Delegate Assembly.
- Solicit, receive, and review potential changes from the general membership of the NAA at a time to be determined by the committee.
- Compile and publish recommended changes in the proper language and format to the Convention Committee at least ninety (90) days prior to the biennial convention.
- Incorporate changes approved by the Delegate Assembly and maintain a complete and accurate copy of the constitution and bylaws.

- Review chapter and regional constitutions, ensure they are not in conflict with the NAA constitution, and make recommendations on how to reconcile any conflicts.
- Consist of representatives from each region.

h. Past President Council Committee

This Committee shall:

- Serve as an advisory and support body composed of former national presidents of the association.
- Leverage the experience, leadership, and institutional knowledge of past presidents to guide and strengthen the organization's ongoing and future initiatives.
- Provide mentorship, leadership development, ambassadorship, and advocacy
- Support Strategic Initiatives
- Assist with Conflict Resolution

Section 2. Temporary and/or Event Committees

All temporary committees, together with chairpersons, shall be appointed by the NAA President to accomplish the objectives of the Association.

Section 3. Report of Committee Activities

Each standing committee shall report quarterly to the Association and shall make a written

report of its activities to the NAA Secretary.

Section 4. Nominating Committee:

The Committee shall:

- Selected by the National Executive Board during an election year. The selected members will serve two (2) years. They cannot succeed themselves and must wait two (2) years before they can be eligible to serve another term.
- Members selected to serve on the National Nominating Committee must have attended at least two (2) of the last three (3) National Conventions, including the year prior to being selected.
- Members selected must be financially eligible with their chapter and region.
- Solicit and receive qualified nominees from chapters and members of person to serve as an elected office for the NAA, and provide to chapters timely notice of vacancies, and requirements.
- Examine carefully the qualifications of each suggested nominee.
- Distribute to the chapters prior to the convention the names of candidates to be presented at the National Convention.
- Outline the duties of office when contacting members as nominees.
- Present the slate of officers at the National Convention.

Section 5. Teller's Committee

The National Executive Board shall:

- Select a Teller's Committee consisting of three (3) eligible qualified members for

counting the votes.

- The Committee chairperson will be in charge of all ballots during the meeting.
- Tellers should be trained and instructed on the procedures that will be followed in counting the ballots.
- Illegal or irregular ballots should be presented to the presiding officer of the meeting.
- Challenges shall be made before the individual takes office.
- Illegal or irregular ballots should be kept in the records for a specified length of time.

ARTICLE XI – PROCEDURES

Section 1. Procedures

Robert's Rules of Order will govern all proceedings of the NAA except as provided in the NAA Constitution and Bylaws.

ARTICLE XII – AMENDMENTS

This Constitution and Bylaws shall be amended by the following procedures:

Section 1.

- A. Any chapter wishing to amend the Constitution and Bylaws of the NAA shall forward the proposed change, on the form titled "Proposed Constitution/Bylaw Amendment Form", to the Regional Conference for consideration. If favorably

acted upon by two-thirds of the votes cast, it shall be forwarded on the Amendment Form, showing the vote statistics to the National Parliamentarian, who is the Chairperson of the Constitution Committee, and to the NAA national office by the Regional Director within thirty (30) days following the conference.

- B. Changes proposed by the NAA Executive Board, by standing or special committees shall be forwarded to the National Parliamentarian and to the NAA national office no later than January 1 preceding the National Convention.
- C. The Constitution and Bylaws may be amended at a regular meeting of the NAA National Convention by two-thirds of the votes cast, provided that the proposed amendments shall have been circulated to chapters no later than 45 days preceding the National Convention.

Permission is herein granted to correct amendments for article and section designations, punctuation, grammatical, cross-references and to make other technical and conforming changes as may be necessary.

Section 2. Effective Date

Amendments to the Constitution and Bylaws shall take effect immediately following adjournment of the National Convention at which they are adopted.

ARTICLE XIII – ELECTION AND VOTING

Section 1. National Convention

The following officers shall be elected by majority of the voting delegates seated at the

National Convention: National President, National First Vice President, National Second Vice President, National Secretary, National Financial Secretary, and National Treasurer.

Section 2. Regional Conference

The following officers shall be elected by majority of the voting delegates seated at the Regional Conference: Regional Director, Regional Representative, and such other officers deemed necessary by the region.

Section 3. Term of Office

Elected National, Regional, and Chapter officers may serve a two (2) year term and may succeed themselves twice. After sitting out one term, an officer may run for office again. Officers elected at the National Convention shall serve until the end of the calendar year (December 31, 20XX). Regional Directors, Regional Representatives and other Regional officers shall serve until the end of the year of the next Regional Conference. No elected officers shall serve more than three (3) consecutive terms. The ex-officio immediate past president shall serve for one term only.

Section 4. Vacancies of National Officers

In the event a vacancy occurs in the office of the National President, the National First Vice President shall become National President. In the event a vacancy occurs in other offices, the National President shall appoint an active member to fill the unexpired term subject to the approval of the National Executive Board. In the event a vacancy occurs in both offices of National President and National First Vice President concurrently, the

National Second Vice President shall ascend to the presidency and complete the unexpired term. The National Second Vice President shall appoint active members to fill the unexpired terms of the National President and National First Vice President subject to the approval of the National Executive Board. All appointees must meet the prerequisites of the vacant office.

Section 5. Vacancies of Regional Officers

In the event a vacancy occurs in the Office of the Regional Director, the Regional Representative shall become the Regional Director. In the event a vacancy occurs in any other office, the Regional Director shall appoint an active member to fill the unexpired term, subject to the approval of the Regional Executive Board. In the event a vacancy occurs in both offices, the Regional Director and Regional Representative concurrently, the Regional Secretary shall ascend to the Regional Director and complete the unexpired term. The new Regional Director shall appoint active members to fill the unexpired terms of the Regional Representative and Regional Secretary, subject to the approval of the Regional Executive Board. All appointees must meet the prerequisites of the vacant office.

Section 6. Prerequisites for Election to Office

Any member nominated for a national office shall have been an active member of a local chapter or virtual chapter, for at least two (2) years and shall have made a financial contribution to Alabama State University each of the last two (2) years. Any member nominated must be current in all regional and national assessments.

Section 7. Prerequisites for Election to Regional Office

Any member nominated for a regional office shall have been an active member of a local chapter or virtual chapter, for at least two (2) years and shall have made a financial contribution to Alabama State University each of the last two (2) years. Any member nominated must be current in all regional and national assessments.

Section 8. Chapter Elections

Each chapter shall elect a President, Vice President, Secretary, Financial Secretary, Treasurer, and such other officers deemed necessary by the chapter. A candidate for chapter office shall be financial with the chapter and the NAA for the calendar year in which the election takes place. If elected, the officer shall maintain financial status during his/ her term(s) of office. Time of Election: Each chapter shall hold election of officers in November or December, annually or biennially; said officers assume office immediately upon installation.

Section 9. Method of Voting

Only members of the chapter shall vote and hold office. Voting for Chapter, Regional, and National officers shall be by ballot even if only one person is nominated for an office. Only certified delegates shall vote at the National Convention and Regional Conference. Candidates shall not appear on the ballot for more than one office.

Chapter Voting: Each chapter shall give prior written notice of at least ten (10) days for the election of officers.

Section 10. Limitation of Office

Regional and National officers (NAA Board Members) shall hold only one National Executive Board position. If an officer seeks another position and is elected, then the officer must choose the position he/she prefers to hold and resign from the other position.

ARTICLE XIV – OFFICIAL SPOKESPERSON(S)

Section 1. National Office

The NAA President is the official spokesperson for the NAA. All issues regarding the University, the press or other outside sources and/or persons shall be referred to the National office. Under no circumstances shall a region or chapter respond to these issues unless authorized to do so and provided an official text.

Section 2. Legal Counsel:

The President shall appoint one active member of the NAA, who is a credentialed attorney, to serve as the Legal Counsel of the NAA. The Legal Counsel shall serve at the pleasure of the President, upon approval by the Executive Board. The Legal Counsel shall advise the President and Executive Board on all matters that impact the NAA's ability to carry out its mission and goals. This office shall be ex-officio and have no official vote on the Executive Board.

Section 3. Regions

NAA Regional Director is the official spokesperson for NAA regional matters only, and shall be bound by Section 1 above. Others do not speak on behalf of the region unless authorized by the Regional Director.

Section 4. Local Chapters

The chapter president is the official spokesperson for NAA chapters on local chapter matters only, and shall be bound by Section 1 above. Others do not speak on behalf of the chapter unless authorized by the chapter president.

ARTICLE XV – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the National Alumni Association, Incorporated of Alabama State University in all cases in which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the NAA and any special rules of order adopted by the National Alumni Association, Incorporated of Alabama State University.

BYLAWS

1. The annual chapter affiliation fee shall be \$25.
2. National Dues shall be \$30.

NOTES

1. Revised at the 1974 Annual Convention in Newark, New Jersey.
2. Approved by the Executive Board at the called meeting of November 29, 1974.
3. Revised by majority vote of the Delegate Assembly at the National Convention in Montgomery, Alabama, July 27-29, 1977.
4. Revisions ratified by the Delegate Assembly at the National Convention in Los Angeles, California, July 25- 30, 1979.
5. Revisions ratified by the Delegate Assembly at the National Convention in Birmingham, Alabama, July 27- 31, 1983.
6. Clerical errors and semantics clarified at the National Convention in San Francisco, California, August 2, 1985.
7. Revisions ratified by the Delegate Assembly at the National Convention in Cleveland, Ohio, July 31-August 4, 1991.
8. Revisions ratified by the Delegate Assembly at the National Convention in Philadelphia, Pennsylvania, July 29-August 1, 1993.
9. Revisions ratified by the Delegate Assembly at the National Convention in Las Vegas, Nevada, July 21-23, 1999.
10. Revisions ratified by the Delegate Assembly at the National Convention in Atlanta, Georgia, July 29- August 2, 2003.
11. Revisions ratified by the Delegate Assembly at the National Convention in Montgomery, Alabama, July 20- 24, 2005.
12. Revisions ratified by the Delegate Assembly at the National Convention in Tunica, Mississippi, July 22-25, 2007.
13. Revisions ratified by the Delegate Assembly at the National Convention in Detroit, Michigan, July 28-31, 2009.
14. Revisions ratified by the Delegate Assembly at the National Convention in Mobile, Alabama, July 27-30, 2011.

15. Revisions ratified by the Delegate Assembly at the National Convention in Washington, D.C., July 18-20, 2013.
16. Revisions ratified by the Delegate Assembly at the National Convention in Montgomery, AL, July 29 -31, 2015
17. Revisions ratified by the Delegate Assembly at the National Convention in (Location), (Date).